

**KNOX COUNTY REGIONAL AIRPORT PUBLIC ADVISORY COMMITTEE  
BYLAWS**

THE UNDERSIGNED, ACTING AS the County Commission, for the County of Knox, declare that an advisory committee was chartered and formed April 12, 2006, and further certify as follows:

1. **NAME.** The name of the committee is the AIRPORT PUBLIC ADVISORY COMMITTEE (hereinafter the "**Committee**" or "**APAC**"). The official abbreviation of this name shall be APAC.
2. **PURPOSE.** The purpose of the Committee shall be to advise the Knox County Commission and Airport Manager in matters related to the Knox County Regional Airport. In addition to providing specific aviation, business and airport knowledge and experience, APAC shall facilitate communication and feedback between the airport management, customers, businesses, users and neighbors, and shall:
  - a.) Support and assist in the management and development of the airport;
  - b.) Promote airport safety and operational efficiency;
  - c.) Collaborate with the community; and foster good public relations; and
  - d.) Cooperate with organizations working for the general benefit of the airport, its neighborhood and the region.
3. **LOCATION.** The principal office of the Committee shall be located at the Knox County Regional Airport, 23 Terminal Lane, Owls Head, Maine.
4. **MEMBERSHIP.** There shall be no more than ten APAC members, appointed by the County Commission to serve three year terms. Appointees may serve three consecutive three-year terms. The Airport Manager shall serve as a permanent non-voting member. Membership shall be limited to residents of the region who are also registered to vote in the State of Maine. Membership shall be structured to represent fairly and equitably the towns and regions of the County as well as interests such as (Fixed Base Operators) FBOs, recreational pilots, business and the environment. Preference will be given to candidates who have served on an APAC sub-committee but not to the detriment of maintaining balance or increasing diversity. Vacancies occurring before the expiration of the term shall be filled by the County Commission as soon as possible for the remainder of such term. Members may be removed for cause by a two-thirds vote of the County Commission. A recommendation for removal shall be forwarded to the County Commission by a majority vote of the APAC.

The ten member seats are:

1. Knox County District #1 (Owls Head, Rockland, South Thomaston and Thomaston or as designated by law )
2. Knox County District #2 (Cushing, Friendship, St. George, Union, Warren and Washington or as designated by law)

3. Knox County District #3 (Appleton, Camden, Criehaven Township, Hope, Isle Au Haut, Matinicus Isle Plantation, Muscle Ridge Islands, North Haven, Rockport and, Vinalhaven, or as designated by law)
4. Owls Head
5. South Thomaston
6. Environmental
7. Business Community
8. On-Airport Business
9. Knox County Regional Airport Flying Club
10. Commercial Pilot/Aviator.

a.) **GUIDELINES FOR THE SELECTION OF NEW APAC MEMBERS**

APAC shall, in a timely fashion, notify the Knox County Commission of any vacancies occurring or anticipated. The Commission shall establish a schedule for solicitation and selection of persons to fill those vacancies. Normally, the Commission will make appointments at their Regular Commission Meeting in April. The APAC shall solicit names of possible candidates for each category (except for Seats #4 and #5) from the public at large, from the APAC sub-committees and from the following sources:

1. District #1. From the municipal officials of the municipalities within District #1.
2. District #2. From the municipal officials of the municipalities within District #2.
3. District #3. From the municipal officials of the municipalities within District #3.
4. Owls Head. From the Owls Head Selectboard
5. South Thomaston. From the South Thomaston Selectboard
6. Environmental. From regional land trusts and other environmental groups .
7. Business Community. From Chambers of Commerce in Knox County
8. On-Airport Business. From Knox County Regional Airport businesses.
9. Knox County Regional Airport Flying Club. From the Flying Club President.
10. Commercial Pilot/Aviator. From any aviation business in Maine.

The candidates may be asked to submit an outline of their qualifications, their reason for wishing to join and their particular interests. The APAC may also ask the candidates to come to an interview. If there is more than one nominee for a seat, the APAC will forward a recommendation to the Commission. The APAC and the County Commission should strive to maintain a membership that shows a balance of representation of the geographic areas of the county, interests of the airport and business community, residents affected by the airport and improved diversity.

The Selectboards in Owls Head and South Thomaston shall submit a nomination for each of their seats, to the County Commission, through the APAC. Because of Seats #4 and #5, the County Commission may wish to give priority to nominees who are residents of Rockland or Thomaston, for the District #1 Seat. For all appointments, the County Commission will give priority to nominees submitted from the entities identified above. The APAC will forward any and all names submitted to them, to the County Commission for their consideration.

**b.) GUIDELINES FOR APPOINTMENT TIME TABLE**

Each year the APAC will recommend specific dates related to the nominations for that year. (These dates are not deadlines and are only included to provide an overview of the process and to allow the APAC to administratively support the appointments by the County Commission).

- January (APAC Meeting): APAC will send information to nominating bodies and the County Commission.
- February (Regular Commission Meeting): County Commission Calls for Nominations and issues a press release.
- March (APAC Meeting): Nominating bodies should forward nominees to the APAC prior to the APAC's March meeting. APAC will package and forward nominees (with recommendations if required) to the County Commission.
- April (Regular Commission Meeting): County Commission appoints/reappoints members.
- May (APAC Meeting): APAC installs new members at the Annual Meeting.

5. **ATTENDANCE:** Members, including the Airport Manager, are expected to attend all regular meetings. Any member who has been absent from at least three consecutive regular meetings may be removed from membership for cause. A member may be recommended for removal from the Committee for cause by a majority vote of the Committee membership.
6. **OFFICERS.** The Committee, from among its members shall elect a Chairman, a First Vice Chairman and Second Vice Chairman annually at their Annual (normally in May) meeting. The senior Vice- Chairman shall act as Chairman in the absence or incapacity of the Chairman. The Committee may elect other officers as necessary.
7. **SUBCOMMITTEES.** The standing subcommittees contained in Article 8 are hereby created. These subcommittees shall consist of not less than three or more than ten persons, two of whom must be members of the Committee. The Airport Manager shall serve on all subcommittees as a non-voting member. The APAC Chair shall select the subcommittee chairpersons. APAC shall endeavor to include interested community people as members of the subcommittees.

The subcommittees are formed to address the areas of concern described in the following Paragraph 8. They shall take such steps as may be necessary to review, and shall advise or recommend to the full Committee, the County Commission and the Airport Manager, on any matter referred to them by (1) the County Commission or Airport Manager, (2) the APAC, or (3) any written request received from a user of the airport or its services or the public at large.

The subcommittees shall develop goals and objectives for their particular area of concern, complete with cost, benefits, and a schedule for accomplishment. The Chairman may establish subcommittees to address other matters related to the airport. Subcommittees shall keep minutes of their meetings which minutes will be made public. The County Commission shall make available to the Committee such information as it may

reasonably require to carry out its duties. There shall be three standing subcommittees, as noted herein.

## **8. STANDING SUBCOMMITTEES, DESCRIPTION & DUTIES.**

### **(1) SAFETY, OPERATIONS AND ADMINISTRATION**

To address such issues as safety and fire protection, commercial airline relations, contracts and leases, personnel and organization, property management, land uses and values, food services, runways, tie-downs, surplus property, instrument landing equipment, tenant relations, accounting systems, budgets, project financing, bond issues, rates and charges, insurance, and all other issues related to operations and administration of the airport.

### **(2) ENVIRONMENT & COMMUNITY RELATIONS**

To address such issues as public relations, community involvement, education, government agency relations, ordinances, state airport aid and agencies, surveys, taxation, and legislative assistance. To address environmental issues such as noise, storm water, ground water quality, air quality, permitting, landscaping, and all other related environmental issues.

### **(3) BUSINESS PLAN**

To monitor/review and recommend updates and changes to the Airport Business Plan to the Committee, which will recommend updates and changes to the County Commission, which may adopt, repeal and amend the Airport Business Plan.

9. **ANNUAL MEETING.** There shall be an Annual Meeting of the membership of the Committee held at the principal office, the second Monday of May each year at 4:30 PM, or at such place, time and date as so designated by the County Commission, at which meeting the Commission shall have identified the members selected to serve new terms; The Committee shall meet at other times and places as the Committee shall elect; or at the call of the County Commission, the APAC Chair, the Airport Manager, or upon the request of a majority of the members, or at least quarterly.
10. **NOTICE OF MEETINGS.** Notice of any regular or special meeting of the Committee and/or Subcommittee shall be given to APAC or sub-committee members at least ten days prior to the meeting thereto in writing or by e-mail. Notice to the public of said meetings shall be provided at least ten days prior, by publication on the County's website and written or by e-mail notification to town offices. The business to be transacted and the purpose of any regular or special meeting of the Committee and/or Subcommittee shall be specified in the notice.
11. **QUORUM.** At all meetings of the members, a quorum of the voting members must be represented. A number of members who shall equal not less than one-half (5) of the

membership entitled to vote at such meetings shall constitute a quorum. Attendance by remote electronic means (conference call, video teleconference, 'skype', etc) is permitted.

12. **VOTING.** Each member as defined by these Bylaws shall be entitled to one vote on all issues (excluding a conflict of interest), which may come before this Committee, or on any subcommittee on which they serve. Members shall vote in person, by electronic means or may vote by proxy on any specific item. Said proxy to be executed in writing by the member and delivered to the Chairman of the Committee or subcommittee before any regular or special meeting. All questions shall be determined by a majority vote, which shall be deemed to mean a majority of the members represented. Electronic votes may be gathered and used without a meeting, at the discretion of the Chair. Electronic votes will be recorded in the minutes of the next meeting.
13. **AMENDMENT.** These Bylaws may at any time be amended or repealed, in whole or in part, by a vote of a majority of the County Commission.

### KNOX COUNTY COMMISSION

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Commissioner District #1, Carol L. Maines, Chair

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Commissioner District #2, Richard L. Parent

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Commissioner District #3, Sharyn L. Pohlman